

Subject: RELOCATION ADMINISTRATION

REFERENCES	SECTIONS
Administrative Order http://msd.dgs.ca.gov/AO.htm	AO 06-09
Law & Regulation http://www.dpa.ca.gov/statesys/dpa/laws.htm http://www.dpa.ca.gov/statesys/dpa/oalrules.htm	GC: 19841, 19842 DPA Rule: 599.714-.724.1
Memo of Understanding (MOU) http://www.dpa.ca.gov/collbarg/contract/bumenu.shtm	Refer to Applicable MOU
Payroll Procedures Manual (PPM) http://www.sco.ca.gov/ppsd/ppm/index.shtml	N 100, 120, 147, 171, 172
Responsible Control Agency and Program	DPA, DGS-OHR, DGS-OFS
SPB/DPA Policy Memos http://www.dpa.ca.gov/statesys/dpa/src/hfpml.shtm	PML: 92-95, 98-061, 2002-018, 2002-025, 2002-031, 2002-045, 2002-057, 2006-013, 2006-021
State Administrative Manual (SAM) http://sam.dgs.ca.gov/default.htm	700, 3820, 3821, 3822, 3823, 3824, 3825, 3826, 3827, 3829, 3830, 3831, 3832, 3835, 8572.1
Other:	
DPA Layoff Manual http://www.dpa.ca.gov/General/Publications/Manuals/Layoff_Manual/layoff_manual.shtm	
Relocation Guidelines (DGS access only)	http://ofs.dgs.ca.gov/SRFAcctProc/default.htm
Office of Fiscal Services SRF #1019-Relocation Claim (DGS access only)	http://ofs.dgs.ca.gov/SRFAcctProc/default.htm

Relocation Administration

Policy

Pursuant to Department of Personnel Administration (DPA) rules, the DGS Office of Human Resources (OHR) and the Office of Fiscal Services (OFS) **shall** provide actual and necessary moving and relocation expenses incurred before and after a move that is deemed to be required (by the State) due to a promotion, a non-promotional transfer for the good of the state, or a transfer in lieu of layoff to the same or a different appointing power. (Note: “Represented” rules apply to bargaining units (BU) 10, 12, 13, 14, and 18; all other BUs are covered by “excluded” rules. State Restriction of Appointments (SROA) eligibility alone does **not** constitute “in lieu of layoff” and carries no obligation to pay relocation. “In lieu of layoff” means that prior to a hiring commitment by the same or a different appointing power, the employee has received a formal notice of layoff in accordance with Government Code (GC) Section 19997.14, DPA Rule 599.845 and the DPA Layoff Manual.

Additionally, for the purpose of facilitating either the recruitment of professional and technically trained persons to fill positions for which there is a shortage of qualified applicants or hiring to achieve goals developed pursuant to Government Code (GC) Section 19790, the DGS **may** authorize payment of all or a part of the travel expense of applicants who are called for interview and all or a part of the travel and moving expense of persons who change their place of residence to accept employment with the state (new hire). “New hires” include persons who have never had a permanent appointment with the State and prior permanent employees who are reinstating after a permanent separation from State service. See Rule 599.634 for expenses of applicants who are called for interview; relocation Rule 599.723 if hired to a represented position; and Rule 599.723.1 if hired to an excluded position. Personnel Management Liaison (PML) memorandum 98-061 identifies and clarifies the specific and limited relocation reimbursements which are available to new hires. The Rule also reviews the provisions of DPA rules related to relocation of new hires to the State.

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Relocation program

Relocation rules are applied to the various bargaining units (BU) in accordance with the following table (refer to Relocation Guidelines (DGS 308) for brief description at <http://ofs.dgs.ca.gov/SRFAcctProc/default.htm>).

Bargaining Unit (BU) #	Relocation Rules
1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 15, 16, 17, 19, 20, 21	Excluded Rule: Promotion or Involuntary Transfer – excluded position or to a represented position in BU
10, 12, 13, 14, 18	Represented Rule: Promotion, Involuntary Transfer or Transfer in lieu of Layoff - represented position in Unit

Procedures

The following chart depicts the procedures for notifying employees regarding relocation.

Step	Action
1	<p>When preparing to make a job offer where relocation expenses may be required to facilitate the hire; and, following employment eligibility verification, the Personnel Liaison (PL), acting under the authority of the hiring manager, submits a written request (similar to the standard email request to hire sent to the Deputy Director, Management Services Division) for approval, routed through the organization's chain of command to the Chief Deputy Director and the Director prior to making a formal job offer to the applicant; including the additional information of CBID; "from" city/state and "to" city/state; and, attaches the completed Relocation Distance Test (DGS-307) http://documents.dgs.ca.gov/OFS/dir/DGS-307.doc. Also, the PL must attach a memorandum to the Director, for his signature, requesting permission to hire including all relocation information and justification for hire. Routing of the request is as follows:</p> <ul style="list-style-type: none"> • Deputy Director, Management Services Division • Chief Deputy Director, DGS • Director <p>Carbon copies are sent to the following individuals:</p> <ul style="list-style-type: none"> • Chief, Office of Fiscal Services • Chief, Office of Human Resources • Assigned Classification and Pay Analyst • Labor Relations Manager

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Procedures (continued)

Step	Action
2	<p>The Classification and Pay (C&P) Analyst:</p> <ul style="list-style-type: none"> • applies the appropriate relocation rules • completes Part I (only name, CBID, from city/state, to city/state, State Agency, street, city) (for Director's signature)(four copies) of Moving Service Authorization (STD 255) (DGS access only) http://www.documents.dgs.ca.gov/osp/pdf/std255.pdf • prepares the appropriate Relocation Package memorandum <p>and submits to the following individuals for review, approval and Director's signature:</p> <ul style="list-style-type: none"> • Deputy Director, Management Services Division • Labor Relations Manager • Chief Deputy Director, DGS • Director
3	<ul style="list-style-type: none"> • Upon approvals and signature of documents the PL/hiring manager is notified to proceed with making the job offer. • As soon as the employee accepts the offer of employment and before s/he starts in the new position at the new location (generally, 30 calendar days), the PL notifies all of the individuals identified in Step 2 AND the C&P Analyst
4	<p>The C&P Analyst:</p> <ul style="list-style-type: none"> • Faxes the signature page of the relocation memorandum for office chief signature and return via fax • assembles appropriate supporting documents to the Relocation Package memorandum to employee • mails Relocation Package to employee with copies to the following: <ul style="list-style-type: none"> ✓ New office chief ✓ Former office chief, if applicable ✓ Classification and Pay Analyst ✓ Office Personnel Liaison ✓ Office of Fiscal Services
5	<p>Upon receipt, the employee should review all documents received in order to determine how to proceed with relocation. Failure to comply within the specified time frames may result in non-reimbursement.</p>

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Relocation reimbursement chart – current permanent employee

The following chart is a brief description of the relocation reimbursement rules for current permanent employees.

Note: **This is a summary only.** You must read and understand the relocation rules for limits, time frames, distance requirements, etc. in addition, the payroll procedures manual contains other requirements and information. When determining the distance requirements you should use the internet site for maps/directions for “AAA” vs. “Mapquest” as these maps/directions contain several miscalculations.

<http://csaa.kivera.com/csaa/driving.jsp?line1=&line2=&airport=&select2=us&goptions=all>

[Relocation Reimbursement Chart: Current Permanent State Employee](#)

Relocation reimbursement chart – new hires

The following chart is a brief description of the relocation reimbursement rules for new hires to the State, including reinstatements after permanent separation.

Note: **This is a summary only.** You must read and understand the relocation rules for limits, time frames, distance requirements, etc. in addition, the payroll procedures manual contains other requirements and information. Any limits in the DPA rules 599.623 and 599.623.1 for new hires supercede any limits in other applicable relocation rules.

[Relocation Reimbursement Chart: New Hires](#)

Relocation package

The relocation package must have a cover memorandum (samples are attached) and shall include the following documents:

- **Moving Service Authorization (STD 255)** – Part I completed and signed by the DGS Director (four copies). Under the Instructions portion of the form, the following address, which appears in two locations, **must be lined through** and the correct address added:

Old Address: P.O. Box 1010, North Highlands, CA 95660

New Address: **802 Q Street, Sacramento, CA 95660**

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Relocation package (continued)

- Relocation Certification and Tax Acknowledgement (DGS-306)
<http://ofs.dgs.ca.gov/SRFAcctProc/default.htm>
 - Relocation Distance Test (DGS-307)
<http://ofs.dgs.ca.gov/SRFAcctProc/default.htm>
 - Moving Service Authorization/Bid Proposal – Mobile Home (STD 255A)
<http://www.documents.dgs.ca.gov/osp/pdf/std255a.pdf>
 - Excess Lodging Rate Request/Approval (STD 255C)
<http://www.documents.dgs.ca.gov/osp/pdf/std255c.pdf>
 - Moving/Relocation Expense Approval Request (STD 256)
<http://www.documents.dgs.ca.gov/osp/pdf/std256.pdf>
 - Travel Expense Claim (STD 262)
<http://www.documents.dgs.ca.gov/osp/pdf/std262.pdf>
 - Supplemental Wage Deductions (STD 675)
<http://www.documents.dgs.ca.gov/osp/pdf/std675.pdf>
 - Non-USPS Adjustment Request-Payments (STD 676P)
<http://www.documents.dgs.ca.gov/osp/pdf/std676p.pdf>
 - Appropriate DPA Rules
<http://www.dpa.ca.gov/statesys/dpa/oalrules.htm>
 - Household Goods Relocation Information (Moving Guide)
<http://documents.dgs.ca.gov/hr/POM/Moving Guide.doc>
 - State List of Eligible Household Goods Carriers – 36th Revision
<http://documents.dgs.ca.gov/hr/POM/List of Eligible Carriers.doc>
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Taxability

The 2006 withholding rate are as follows:

- | | |
|--|--------|
| • Federal withholding rate until further notice: | 25.0 % |
| • CA State withholding rate: | 6.0 % |
| • Social Security*: | 6.2 % |
| • Medicare*: | 1.45% |

Total tax liability: 38.65%

*When claims for major relocation reimbursements are paid, which are taxable, the Federal and State taxes shall be deducted prior to issuing the reimbursement check. The remainder of the tax liability shall be deducted from the employee's next payroll warrant. (Note: this information must be explained in the memorandum to the employee.)

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Relocation claim checklist

The Personnel Liaison or designee responsible for reviewing relocation claims prior to submission to the Office of Fiscal Services (OFS) must ensure the claim is complete by verifying the following items/documents:

- ✓ Confirm employee status (represented, excluded or new hire)
- ✓ DGS Authorization Memorandum signed by the appointing power
- ✓ Relocation Certification and Tax Acknowledgement (DGS-306)
- ✓ Relocation Distance Test (DGS-307)
- ✓ Receipts (such as, lodging, seller's closing statement for sale of property, etc.)
- ✓ Appropriate Standard State forms, which may include all or some of the following:
 - STD 255
 - STD 255A
 - STD 255C
 - STD 256
 - STD 262
 - STD 675
 - STD 676P

Timeframes

The following chart discusses the timeframes pertaining to the relocation of an employee; some timeframes are discussed in the Relocation Guidelines.

Timeframe	Event
24 hours	<ul style="list-style-type: none">• PL notifies C&P Analyst of applicant's acceptance of job offer• PL returns Relocation Package memorandum signed by Office Chief
48 hours	<ul style="list-style-type: none">• C&P Analyst determines appropriate relocation rules and notifies appropriate individuals• Director signs and returns STD 255 and Relocation Package memorandum

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JOB

The following language **may** be inserted on the JOB.

Relocation expenses may be reimbursed dependent on the type of appointment.

Note: All post-and-bid classifications filled by a post-and-bid hire are **not** authorized relocation expense reimbursement.

Sample relocation memoranda

Reminder! The following are samples only. You will need to refer to the charts and applicable rules for each movement.

Full Authorization – Excluded Sample

<http://www.documents.dgs.ca.gov/ohr/pom/ExcludedFullReimbursementSampleMemo.doc>

Full Authorization – Represented Sample

<http://www.documents.dgs.ca.gov/ohr/pom/RepresentedFullReimbursementSampleMemo.doc>

Partial Authorization – Excluded Sample

<http://www.documents.dgs.ca.gov/ohr/pom/ExcludedPartialReimbursementSampleMemo.doc>

Partial Authorization – Represented Sample

<http://www.documents.dgs.ca.gov/ohr/pom/RepresentedPartialReimbursementSampleMemo.doc>

New Employee – Excluded Sample

<http://www.documents.dgs.ca.gov/ohr/pom/NewEEExcludedReimbursementSampleMemo.doc>

New Employee – Represented Sample

<http://www.documents.dgs.ca.gov/ohr/pom/NewEERepresentedReimbursementSampleMemo.doc>

Involuntary Transfer – Excluded (see Full Authorization for Excluded)

Involuntary Transfer – Represented (see Full Authorization for Represented)